



DUTY STATEMENT

Classification: Associate Management Auditor

Position Number: 835-130-4159-729

Division/Office/Section: Office of Audits

Location: Sacramento

Effective Date: October 1, 2014

Supervisor's Name: Brian Kono

Supervision Exercised: ☐ Yes ☒ No

Collective Bargaining Identifier (CBID): R 01

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the general direction of a Senior Management Auditor, the incumbent will independently perform routine complex audits and reviews of entities participating in the various CalRecycle programs subject to audit including fiscal management procedures and practices, as well as examinations of organizational operations and controls. Incumbent maintains a knowledge and understanding of Program statute and regulations, CalRecycle policies and procedures, and related industry practices in order to communicate information and recommendations to program participants and recipients in a logical, concise and professional manner. The audits may include weekend and/or overnight travel that may require an adjustment to the employee's work schedule.

ESSENTIAL FUNCTIONS

- 40% Independently plan and perform routine complex audits and reviews of the various CalRecycle programs subject to audit efficiently and effectively. Gather and tabulate preliminary data, including a review of prior audit records and reports. Review and analyze participants' and recipients' records in accordance with established audit policies, procedures and programs. Exercise independent judgment in developing and modifying audit programs and procedures as needed to complete engagements. The incumbent is required to travel to program participants' and recipients' sites to gather and analyze data and perform necessary audit work.
- 40% In accordance with Government Audit Standards independently prepare clear, concise, accurate, and complete working papers, findings and reports. Provide sufficient evidence that all conclusions and recommendations are supported and meet audit objectives. Use business productivity software including spreadsheets, word processing, and database programs to perform the tasks. Develop alternative documentation strategies or use standard forms and templates when applicable. Exercise flexibility in responding to changing workloads. Complete assignments by the assigned due date.
- 10% Establish and maintain cooperative relationships with those contacted in and during an audit.

MARGINAL FUNCTIONS

- 10% Special assignments, attend meetings, and complete administrative tasks.